Methods and Metrics
Team Meeting

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Agenda

- ◆ Email exploders
- ◆ Schedule
- ◆ General ballot comments
- ◆ Discussion on specific documents
  - – Supplementary Directives
  - – AIM Guidelines
  - – Mapping Table Guidelines
  - – AIC Guidelines
  - – AP Guidelines
- ◆ Team objectives, tasks, members

Email Exploders Set Up

exploder	document (SC4N# of document and comments)
suppdir	Supplementary directives for the draughting and presentation of ISO 10303 (SC4N432, SC4N496)
mapping	Guidelines for the development of mapping tables (SC4N436, SC4N500)
aicdevelop	Guidelines for AIC development (SC4N437, SC4N501)
aim	Guidelines for AIM development (SC4N435, SC4N499)
apguide	Guidelines for the development and approval of STEP application protocols (SC4N433, SC4N497)
atsguide	Guidelines for the development of abstract test suites (SC4N434, SC4N498)

Schedule

- Parts to Secretariat   12/31/96
- Review process to include
  - document owner sign-off   ?
  - convener sign-off   ?
  - Qualification reveiw???   ?
- Harmonization review

General Comments

- ◆ Standing documents to conform to the SD
  - – Scope, Intro, Normative References, Definitions?
  - – Format (font sizes, spacing)
    - ▼ Ger. 436-3, 435-1, 437-2, US 436-7, -13, 435-9, 437-1, -8
- ◆ Harmonize across all methods documents
  - – eliminate any repetition
  - – eliminate conflicts
    - ▼ US N436-9, 435-Q3, 437-Q5
- ◆ Make text SC4 Organization-independent
    - ▼ Ger. 436-2, 435-4, 437-1

Methods and Metrics -- Objective

The objective of the Methods and Metrics Team is to document and maintain SC4 standing documents that describe the SC4 development methods and identify and document the metrics for assessing the quality of the SC4 products. The Methods and Metrics Team will prescribe the process by which standards products are developed and the metrics by which the correct execution of the processes will be measured.

Methods and Metrics -- Tasks

◆ develop and document quality procedures for SC4 project deliverables. Obtain review and approval of SC4 community;

◆ document and maintain quality procedures and documentation guidelines as one or more SC4 standing documents. Ensure consistency across development procedures and guidelines documents;

◆ identify voids in methods documentation needed to produce SC4 project deliverables;

◆ address issues on SC4 methods documents in conjunction with appropriate working groups;

◆ develop metrics for assessing quality of SC4 products and provide to project team and reviewers; and

◆ report on all Team activities to the Quality Committee Convener.

Methods and Metrics -- Members

Members of the Methods and Metrics Team shall include designated liason representatives from each of the SC4 standards families, including people experienced in the development of each series of ISO 10303 standard, and resources with knowledge of ISO 9000 and other quality procedures.